

# Cyngor Cymuned Mostyn Mostyn Community Council



**Note: The following meeting will be a hybrid meeting. If members of the public or press wish to attend remotely, they should email the clerk: [mostynclerk@hotmail.co.uk](mailto:mostynclerk@hotmail.co.uk) for further guidance.**

**Dear Councillor / Annwyl Gynghorydd**

You are summoned to a hybrid meeting of Mostyn Community Council to be held at Mostyn Community Centre on Monday 19<sup>th</sup> June 2023 at 7.00 pm. The meeting will consider the items below:

A handwritten signature in blue ink, appearing to read 'Collette'.

Mrs Collette Lowry – Clerk / Clerc

## **Agenda 19 June 2023 / 19ed Mehefin 2023**

1. a) **To record attendance**  
b) **Apologies for absence**
2. **Chairman's Remarks:**
3. **Declarations of interest:**  
To receive any declarations made by Members in accordance with Council's Code of Conduct.
4. **Minutes & Meetings:**
  - a) **To approve the minutes** of the 15<sup>th</sup> May 2023 meeting .
  - b) **To receive any matters arising** from those minutes.
5. **Public Speaking:**  
No requests
6. **Clerk's Updates and Communications:**  
**Clerks report –**
  - a) Following multiple operating issues with the current laptop, the clerk requests members permission to purchase new equipment. The clerk will also be requesting the equipment and software be securely installed and protected by using a council approved IT consultant to ensure legislation is upheld. (quote to follow).
  - b) The clerk has received the leaving gifts for year 6 Ysgol Bryn Pennant students.
  - c) The Clerk seeks permission to start a free no obligation 3 month trial of accounting software in order to streamline financial operations to enable a smother audit. Further information can be found from [Easy PC Accounts | mijan-consulting.co.uk](http://Easy PC Accounts | mijan-consulting.co.uk). Ongoing costs are quoted as £7.50 per month.

- d) A letter has been received from His Majesty the King to thank the council for their letter of condolence.
- e) Community Needs in Wales online planning event – resolution required for a member/clerk to attend at a cost of £44.00 (12<sup>th</sup> July 2023, 10.00am-13.00pm)
- f) Red Street road surface – County Council are not able to commit to the whole scheme but are willing to assist with the scheme should the Community Council & residents wish to make a commitment to contribute. Members are requested to consider the suggestion.
- g) The Mostyn Playscheme has now been confirmed for 3 weeks throughout the school holidays.
- h) The Clerk requests authorisation to renew the SLCC membership at a shared cost of £90.49 to Mostyn – (full price (£279.00)

**Email Communications:**

18/05/2023	Welsh Government	Welsh Government: News
18/05/2023	Flintshire County Council	Cyflwyniad / Introduction (PlayScheme)
18/05/2023	Welsh Government	Welsh Government: Consultation
18/05/2023	Tracey Cunnew - Flintshire County Council	Visits to Town and Community Councils
22/05/2023	Welsh Government	Welsh Government: News
23/05/2023	One Voice Wales	MAY & JUNE 2023 TRAINING DATES
08/06/2023	NI Mail Distribution	HyNet Carbon Dioxide Pipeline
08/06/2023	One Voice Wales	20mph Communications and Engagement Toolkit
08/06/2023	Flintshire County Council	Consultation on the Implementing of a Dog Control Public Spaces Protection Order in Flintshire
09/06/2023	Flintshire County Council	Local Toilet Strategy for Flintshire County Council
12/06/2023	20s Plenty	News June 2023 - Mostyn Community Council
13/06/2023	One Voice Wales	Wales Connectivity Survey

Members are welcome to raise an agenda item regarding any topics emailed throughout the month:

**7. Planning Matters:**

**(A) Applications:**

Planning Application Number	Proposal	Address
FUL/000530/23	USE OF LAND FOR SITING OF MOBILE CHALET FOR USE AS HOLIDAY LET	Ty Coch, Red Street, Rhewl, Mostyn, CH8 9QZ

**(B) Decisions:**

None

**(C) Planning updates -:**

OUT/000496/22 (housing development adjacent to Ffordd Pennant)– this application has been put to the Planning Committee on 21<sup>st</sup> June.

LBC/000818/22 – Mostyn Lodge – the consultation period has opened.

**8. Accounts & Finances:**

To approve the May 2023 accounts paid:

May-23					
Invoice date	Supplier	Item	Amount inc VAT	Minute reference	Slip ref:
29/04/2023	ICO	Information Commissioners renewal	35.00		126
25/05/2023	Multiple	April Staffing Costs	808.35		133/134
29/04/2023	HSBC	Bank Charges	5.00		135
08/05/2023	Donna Lewis	Event entertainment	150.00	Feb 23/15	136
07/05/2023	Howl at the Moon Entertainment	Event Services	470.00	Feb 23/15	137
08/05/2023	Hillgiftz	Trading refund (Cancellation)	10.00	Feb 23/15	138
09/05/2023	Karen Donovan	Trading refund (Cancellation)	10.00	Feb 23/15	139
28/04/2023	Mega Electrical NW Ltd	Fault repair (Opposite Rhewl Cemetery)	96.00	March 23/11	140
05/05/2023	Club Shop Direct	Coronation plaque for school	16.14	March 23/14b	141
04/04/2023	Scottish Power	Street lighting April 23	331.72		142
11/05/2023	Spoken Gifts	Year 6 School leavers gifts	195.89	April 23/07b	143
15/05/2023	One Voice Wales	Member Training	38.00	Feb 23/6b	144
19/05/2023	Cllr Kristina Howells	Coronation garden party expenses	455.38	May 23/46	145
19/05/2023	Cllr Pamela Banks	Allowances	208.00	May 23/33	146
18/05/2023	Zurich Municipal	Business Insurance 23-24	528.75		147
19/05/2023	Cllr David Seddon	Chair's Allowance 23-24	400.00	May 23/33	148
19/05/2023	Cllr Kristina Howells	Allowances	208.00	May 23/33	149
19/05/2023	Cllr David seddon	Consumables Allowance	52.00	May 23/33	150
19/05/2023	Cllr Ray Knight	Allowances	208.00	May 23/33	151
19/05/2023	Cllr Mike Lewis-Jones	Allowances	208.00	May 23/33	152
19/05/2023	Cllr Hayley Jones	Allowances	208.00	May 23/33	153
19/05/2023	Cllr James Jackson	Allowances	208.00	May 23/33	154
19/05/2023	Cllr Megan Howells	Allowances	208.00	May 23/33	155
			<b>£5,058.23</b>		

**To review June 23 accounts for payment:**

Invoice date	Supplier	Item	Amount inc VAT		Minute reference	Slip ref:
25/06/2023	Multiple	Staff costs (May 23)	£939.13	BACS		156-157
06/06/2023	JDH Business services Ltd	Internal Audit 22-23	£294.00	BACS		158
21/06/2023	HSBC	Bank Charges	£5.00	DR		159
09/06/2023	Collette Lowry	Travel costs (audit collection)	£11.50	BACS		160
01/06/2023	SLCC	Membership	£90.49	BACS		161
14/06/2023	The Range	Paper, diary	£6.78	Debit card		162
		Total	<b>£1,346.90</b>			

Scottish Power Streetlighting invoice still outstanding at time of agenda dissemination.

### May 23 Income:

Income - May 2023			
Date	Creditor	Receipt Details	Amount
01/05/2023	Hillgiftz	Event booking fee	£10.00
21/05/2023	HMRC	Tax Rebate 2022-2023	2,138.78
	<b>TOTAL</b>		<b>£2,138.78</b>

### 9. Police:

- a) Members to report any police matters.

### 10. Lighting & Streetscene:

- a) Streetscene, matters & updates reported:

### 11. Match funding:

Following a site meeting with Richard Roberts from Aura, the council requested £10,000 match funding and were awaiting advice on play equipment and a further report on the lifespan of the skate park equipment.

Communication has now been received to confirm an £8,000 contribution from the community council would be required for the removal of the previous play structure at Maes Pennant, the installation of a new multi-play structure and safety flooring including all labour costs.

Members are asked to consider the request taking into consideration the approved budget for 2023/24. (Information circulated and attached).

### 12. Internal Audit:

The internal audit 2022-2023 has now been assessed (report attached). Members to note the recommendation:

	ISSUE	RECOMMENDATION	FOLLOW UP
1	Staff costs includes a tax free allowance paid to the Clerk for home working of £312. The annual return has been updated this year to clarify that only taxable allowances are to be included within the staff costs.	<i>The annual return should be amended as follows: Staff costs £8,725 Total other payments £35,948</i>	

This recommendation has now been actioned.

The external audit date is yet to be announced.

**13. Standing Orders:**

Members are requested to review the policy (attached) and approve for adoption/publication.

**14. Document Retention Policy:**

Members are requested to review the policy (attached) and approve for adoption/publication.

**15. Councillor Co-option:**

Following the closing date of 31<sup>st</sup> May 2023, for expressions of interest for the co-option of 2 Mostyn ward members, there have been 3 interested parties. Members are requested to assess the applications and vote accordingly.

**16. County Councillors reports:**

To receive County Councillor updates on any relevant County issues not otherwise covered on the agenda.

**17. Community Councillors reports:**

To receive Town Councillor updates on any relevant issues not otherwise covered on the agenda.

**18. Close of meeting:**

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# Cyngor Cymuned Mostyn Mostyn Community Council



## Minutes of Full Council 15 May 2023 / 15ed Mai 2023

### 23-19 ELECTION OF CHAIR – MUNICIPAL YEAR 2023/24

Nominations were received for Election of Chairperson for 2023/2024. Councillor Mike Lewis-Jones nominated Councillor David Seddon as Chair, Councillor Hayley Jones seconded the motion.

**IT WAS RESOLVED:** for Councillor David Seddon to remain as Chair for 2023/24. Chair duly signed the declaration of office.

Chair received the sealed envelope of contingency access information (Financial Regulations 6.11)

### 23-20 TO RECORD ATTENDANCE:

**Members:** Councillors David Seddon, Pamela Banks, James Jackson, Patrick Heesom, Meg Howells, Kristina Howells, Hayley Jones, Ray Knight & Michael Lewis-Jones.

**Officers:** Collette Lowry (Clerk & Responsible Financial Officer)

**Public gallery:** None

### 23-21 APOLOGIES FOR ABSENCE:

There were no members absent.

### 23-22 DECLARATIONS OF INTEREST:

There were no declarations of interest.

### 23-23 RETIRING CHAIR'S CLOSING REMARKS:

Remarks made under minute 23-24.

### 23-24 REMARKS:

Councillor David Seddon presented retiring Councillor Sarah Calvert with a small parting gift from the members of the council.

The Chair thanked Councillor Glyn Banks for visiting council to present information on HyNet developments prior to the commencement of the Annual Meeting.

### 23-25 ELECTION OF VICE CHAIR – MUNICIPAL YEAR 2023/24:

Nominations were received for Election of Vice Chair 2023/2024. Councillor David Seddon nominated Councillor James Jackson for Vice Chair. Councillor Ray Knight seconded the motion.

**IT WAS RESOLVED:** for Councillor James Jackson to remain as Vice-Chair for 2023/24. Councillor Jackson duly signed the Declaration of Office.

### 23-26 ATTENDANCE REPORT 2022/23:

**IT WAS RESOLVED:** to note the report.

Attendance	Actual	Possible	%
Councillor			
Cllr Sarah Calvert	7	12	58%
Cllr David Seddon	13	13	100%
Cllr Pamela Banks	12	12	100%
Cllr Patrick Heesom	12	13	92%
Cllr James Jackson	8	10	80%
Cllr Allison Gladwin	2	3	67%
Cllr Kristina Howells	8	10	80%
Cllr Hayley Jones	7	10	70%
Cllr Ray Knight	9	10	90%
Cllr Mike Lewis-Jones	13	13	100%
Cllr Sharon Harris	5	9	56%
Cllr Meg Stephens	5	5	100%

### 23-27 RECORD OF INTERESTS FOR THE YEAR 2022/23:

Register of Members Interests 2022-2023					
Name	Date of Meeting	Agenda Item no	Agenda Item	Purpose of Agenda Item	Nature of Interest
Cllr Pamela Banks	09/06/2022	4	Co-option applications	Co-option	Personal
Cllr Pamela Banks	18/07/2022	6	Planning	Lime Bank	Personal
Cllr Pamela Banks	26/09/2022	6c	Planning	Lime Bank	Personal
Cllr Ray Knight	21/11/2022	17a	Community Councillor Reports	Fire in Rhewl	Personal
Cllr David Seddon	16/01/2023	12	Financial Assistance	Estuary Cars	Personal

**IT WAS RESOLVED:** to note the report.

### 23-28 COMMITTEES & OUTSIDE BODIES:

Members were requested to review and receive nominations to serve on committees and outside bodies and arrangements for reporting back.

22/23 was list was attached for reference:

- Police & CA/ALM meetings** – Cllr David Seddon
- West Flintshire Town & Community Councils Working Group** – Cllr David Seddon
- Minor Authority School Governors:** Cllr David Seddon (to remain in post)

**IT WAS RESOLVED:** for Outside body representatives to remain the same although all members were invited to attend where appropriate.

### 23-29 RENEWAL OF DELEGATION OF FUNCTIONAL POWER TO THE CLERK:

As per Model Standing Orders 21(f): Clerk to act in respect of urgent business arising between meetings of the council, (in consultation with the Chair/Vice-Chair).

Also members to refer to document attached (Scheme of Delegation).

Members were requested to consider and approve.

**IT WAS RESOLVED:** to approve the document presented.

### 23-30 TO REVIEW & ADOPT CODE OF CONDUCT & FINANCIAL REGULATIONS:

**IT WAS RESOLVED:** to approve and adopt the policies which would be available on the council website.

Nb. Reviewed Model Standing Orders to follow in due course (pending release from One Voice Wales).

**23-31 REPORTS & POLICIES FOR REVIEW / IMPLEMENTATION SCHEDULE:**

<b>For review</b>	
Risk Assessment	Feb-24
Biodiversity Report	Jan-26
Model Publication Scheme	Feb-25
Public Participation Policy	Jan-25
Policy on Unacceptable Behaviour	Jul-23
Annual Report	Nov-23
Training Policy	Oct-23
<b>To implement:</b>	
Document Retention Policy	Jun-23
Financial Assistance Policy	Sep-23
Financial Reserves Policy	Oct-23
Website Accessibility Policy	Mar-25
Local Resolution Procedure	Jul-23

**IT WAS RESOLVED:** to approve the proposed schedule. Councillor David Seddon also recommended a workplace risk assessment following Health & safety Training from One Voice Wales.

**23-32 AUTHORITY FOR SIGNING ORDERS FOR PAYMENT:**

- a) Members were requested to authorise the Council's appointed bank (HSBC) to honour all cheques and other orders or instructions signed on behalf of the Council by two members &/or the clerk. Current authorised member signatories were named as Councillors David Seddon and James Jackson (in progress).
- b) Members were requested to pre-authorise variable recurrent payments by BACS/Direct Debit as per 5.6 of Financial Regulations:
  - 1) Salaries
  - 2) PAYE/NI
  - 3) Streetlighting (Direct Debit)
  - 4) ICO (Direct Debit)
  - 5) Bank Charges (DR)
  - 6) Office 365
  - 7) Device Security
  - 8) Website domain/hosting

**IT WAS RESOLVED:** to note and approve the current signatory arrangements and to note and approve the listed pre-authorised variable recurrent payments.

**23-33 INDEPENDENT REMUNERATION PANEL FOR WALES – ANNUAL REPORT & DETERMINATIONS 2023/24:**

Members were requested to discuss and resolve payment options for the following list.

Councillors were informed they were permitted to turn down all or part of any payment that they were entitled to but they must do so by writing to the clerk of the council.



**IT WAS RESOLVED:**

- a. for members to follow the procedure for declining mandatory payments where applicable.
- b. for the Chair to receive a £400 allowance as per previous years determinations.
- c. to leave an open policy for attendance allowance, financial loss and travel/subsistence for review as and when situation arises.

Type of payment	Requirement	Town Council action
Extra costs payment	£156 Mandatory for all members	Members to decline in writing if not claiming/members to resolve how unclaimed funds should be allocated/decision to reclaim should a member vacate position
Consumables reimbursement	£52 per year per member OR full reimbursement claim	Policy decision required/decision to reclaim should a member vacate position
Senior role	Optional up to 3 members	Policy decision required
Mayor or Chair	Optional up to a maximum of £1,500	Policy decision required/sum to agree
Deputy Mayor or Deputy Chair	Optional up to a maximum of £500	Policy decision required/sum to agree
Attendance Allowance	Optional	Policy decision required
Financial loss	Optional	Policy decision required
Travel & Subsistence	Optional	Policy decision required
Cost of Care or Personal Assistance	Mandatory	No resolution required (mandatory)

**23-34 ASSET LIST:**

ASSET	CUSTODIAN	VALUATION
Chairman's Chain of Office	Mostyn Community Council (MCC)	£7,000.00
	Location: Chairman's home	
Notice Board (Indoor)	MCC	£50.00
	Location: Mostyn Community Centre	
Outdoor Notice Board	MCC	£463.00
	Location: Rhewl	
Bench	MCC	£500.00
	Location: Hafod Y Ddol	
Community Shield's	MCC	£565.14
	(with Cllr Seddon)	
Community Street Lighting	MCC	£17,535.00
	Location: Mostyn & Rhewl	
Flower boxes	MCC	£600.00
	2015	
	Location: Mostyn	
Planter	Hafod y Ddol	£687.00
Planter	Donated from Les Jones opposite Abakhan)	£1.00
Planter	Donated from Les Jones (Lletty Hill)	£1.00
Bench (donation from Warwick International)	MCC 2016	£1.00
	The Cob	
Salt Bins	Rock Hill	£819.00
	Downing Road	
	Penrtho Estate Near N0 32	
	Mostyn shops	
	Mostyn Community Centre	
	Isglan Road, Nr. Mertyn Hall	
	The Quays, Mostyn (off A548)	
Dog waste bag dispensers	Penrtho Estate (Top)	£158.00
	Glan y Don Playing Fields	£158.00
	Wirral View, Rhewl	£158.00
	Rhewl Cemetery	£158.00
	Mostyn shops	£158.00
	2 (awaiting installation)	£316.00
	(stored with Mega Electrical)	
Christmas tree lights	Mostyn	£125.00
Christmas tree lights	Rhewl	£26.40
Zoll Defibrillator	Front Entrance outside Mostyn Community Centre	£1,349.00
Zoll Defibrillator	Grass verge free standing pole near 1 Bryn Tirion CH8 9QW	£1,293.20
Defibrillator	Lloyd's Crescent Tre-Mostyn	£1.00
Defibrillator Cabinet	Lloyd's Crescent Tre-Mostyn	£377.00
Dell Screen/mouse/keyboard	Clerk's home and registered office	£65.84
Xerox printer/copier/scanner	Clerk's home and registered office	£132.44
Shredder machine	Clerk's home and registered office	£30.00
HP Pavilion Laptop Computer	Clerk's home and registered office	£436.09
<b>TOTAL</b>		<b>£33,164.11</b>

Members were requested to approve the list provided.

**IT WAS RESOLVED:** to approve the current list but to value the Chair's Chain of Office in due course.

**23-35 MEETING DATES 2023/4:**

MONDAY 19 JUNE 2023  
MONDAY 17 JULY 2023  
(AUGUST RECESS)  
MONDAY 18 SEPTEMBER 2023  
MONDAY 16 OCTOBER 2023  
MONDAY 20 NOVEMBER 2023  
(NO MEETING IN DECEMBER)  
MONDAY 16 JANUARY 2024  
MONDAY 19 FEBRUARY 2024  
MONDAY 18 MARCH 2024  
MONDAY 15 APRIL 2024  
MONDAY 20 MAY 2024

**IT WAS RESOLVED:** to approve the proposed meeting dates.

**23-36 MINUTES & MEETINGS:**

**IT WAS RESOLVED:** to approve the minutes as a true record. There were no matters arising. Proposed by Councillor Mike Lewis-Jones, seconded by Councillor James Jackson. As Vice Chair, Councillor James Jackson had opened the previous meeting on behalf of Councillor Seddon, it was resolved for him to sign the minutes. There were no matters arising.

**23-37 CLERK'S REPORT:**

**Communications:**

22/04/2023	Mona Offshore Wind Project	Consultation launch notice
22/04/2023	Citizen's advice Flintshire	Advisers Network Forum May 18th 2023
24/04/2023	ni.mail.distribution	HyNet Carbon Dioxide Pipeline
28/04/2023	One Voice Wales	APRIL & MAY 2023 TRAINING DATES
28/04/2023	One Voice Wales	Written Statement: Democratic Health of Community and Town Councils
30/04/2023	20s plenty.org	Invite for Mostyn Community Council to our 3rd Diolch am 20
30/04/2023	Welsh Government	Welsh Government: News
09/05/2023	Member of the public	Planning Permission

Members were reminded of communications circulated throughout the previous month.

**Updates:**

- a) Quotes were provided for business insurance: current insurer's (Gallaghers) £906.72, or Zurich options of £561.07 for 1 year or a 3 year LTA at £528.75 per annum. Members were requested to consider.  
**IT WAS RESOLVED:** to opt for a 3 year LTA from Zurich for the business insurance for 23/24.
- b) Casual Vacancy – members were informed there were no elector's requests for an election and the process had now moved to co-option recruitment with members requested to circulate the vacancy.  
**IT WAS RESOLVED:** for expressions of interest to be received by 31<sup>st</sup> May 2023.

**23-38 PUBLIC SPEAKING:**

There were no such requests.

**23-39 STREETSCENE MATTERS:**

- a) Members reported overgrown shrubbery affecting access to bins at Glan y Don.
- b) Members discussed the legalities of clearing fly tipping in the wards.
- c) Members enquired on awaiting a response from County Council regarding potholes on Red Street.

**IT WAS RESOLVED:** for the clerk to take action on the above.

**23-40 LIGHTING:**

Faulty lighting was reported at the bottom of Penrho leading to Mostyn Christchurch.

**IT WAS RESOLVED:** for the clerk to report.

**23-41 POLICE ITEMS:**

There were no new matters reported. The recurring issue of off-road bikes was raised.

**23-42 PLANNING:**

**a) Planning Applications:**

Planning Application Number	Proposal	Address
FUL/000306/23	ERECTION OF AN AGRICULTURAL MACHINERY BARN.	Llwyn Ifor Uchaf, , Llwyn Ifor Lane , Whitford , Holywell , CH8 9ES
FUL/000301/23	REPAIR, CONSERVATION AND ADAPTION OF CAEAU FARMHOUSE	CAEAU FARM, Tre Mostyn, Holywell, CH8 9AR
FUL/000389/23	DEMOLITION OF EXISTING BUILDING TO BE RE-PLACED WITH 2 NEW DETACHED 2 STOREY 3 BED DWELLINGS	FFORDD YSGUBOR, Maes Pennant Road, Mostyn, Holywell, CH8 9PZ

**IT WAS RESOLVED:** for the clerk to report members' observations to the planning department. (no objections for 000306/23 & 000301/23; concern noted on parking provisions for 00389/23).

**b) Planning Decisions:**

There were none.

**c) Planning Updates:**

Members were informed of updates on existing applications:

**LBC/000818/22** (Mostyn Lodge) The statutory consultation period was now closed but comments would be accepted until determination of the application.

**OUT/000496/22** - Land adjacent to Ffordd Pennant - A further notification period had been opened as new or amended documents had been received. County Councillor Pam Banks informed members a site visit would be arranged.

**23-43 ACCOUNTS:**

**a) EXPENDITURE:**

- 1. Record of payments made in April 2023:

01/04/2023	Running Imp	Coronation gifts/bunting	£232.67	Card	Feb 23/15	122
21/04/2023	HSBC Bank	Bank Charges	£5.00	DR		123
25/04/2023	Multiple	March Staffing costs	£779.40	BACS		124/125
10/05/2023	ICO	Data protection renewal fee	£40.00	DD		126
10/04/2023	Viking Direct Ltd	Office supplies	£75.78	Card		127
12/04/2023	Delyn Press	Event Flyers	£52.00	BACS		128
04/04/2023	Scottish Power	Street lighting	£163.64	DD		129
26/04/2023	RE Eddy Leisure	Bungee trampolines	£900.00	BACS	Feb 23/15	130
26/04/2023	Mike Lewis-Jones	Reimbursement - refreshments/land registry fee	£5.04	BACS		131
26/04/2023	VE Reed	Facepainting - Event	£100.00	BACS	Feb 23/15	132
		Total	£2,353.53			

**IT WAS RESOLVED:** to approve the accounts paid the previous month.

2.To approve submitted accounts for payment:

Invoice date	Supplier	Item	Amount inc- VAT		Minute reference	Slip ref:
25/05/2023	Multiple	March Staffing costs	£808.35	BACS		133/134
21/05/2023	HSBC Bank	Bank Charges	£5.00	DR		135
08/05/2023	Donna Lewis	Event entertainment	£150.00	BACS	Feb 23-15	136
08/05/2023	KL Sheridan	Event Stage (Howl at the Moon)	£470.00	BACS	Feb 23-15	137
08/05/2023	Hillglitz	Stall refund	£10.00	BACS		138
08/05/2023	Karen Donovan	Stall refund	£10.00	BACS		139
06/05/2023	Mega Electrical	Maintenance charge	£96.00	BACS		140
05/05/2023	Club Shop Direct Ltd	Coronation plaque	£16.14	BACS	March 23-14	141
		Total	£1,565.49			

**IT WAS RESOLVED:** to approve accounts for payment.

**b) INCOME:**

Date	Creditor	Receipt Details	Amount
12/04/2023	Olly's Fudge	Event booking fee	10.00
14/04/2023	Lea & the Pup's Art	Event booking fee	10.00
17/04/2023	Retrospect Energy	Event booking fee	10.00
28/04/2023	Flintshire County Council	Precept (1 of 3)	11,333.34
	<b>TOTAL</b>		<b>£11,363.34</b>

**IT WAS RESOLVED:** to note the income received.

**c) OTHER FINANCIAL MATTERS:**

The bank mandate for new signatory was provided to complete.

**IT WAS RESOLVED:** for Councillor Jackson to sign the relevant paperwork provided for amended bank mandate.

**23-44 YEAR END ACCOUNTS & ANNUAL RETURN:**

- Members were requested to note the Year End full accounts & full bank reconciliation with Chair & 2<sup>nd</sup> member required to sign off as per Financial Regulations.
- Chair was requested to sign the Annual Return documents.

**IT WAS RESOLVED:**

- a) to note the year end full accounts & full bank reconciliation provided.
- b) For the Chair to sign Annual Return documents.

**23-45 COUNTY COUNCILLOR INFORMATION ITEMS:**

There were no additional updates.

**23-46 TOWN COUNCILLOR INFORMATION ITEMS:**

Councillor Kristina Howells & Meg Howells reported on the Coronation event held at the Duke of Lancaster ship. Councillor Seddon thanked the councillors for their endeavours.

Councillor Kristina Howells reported on her visit to Buckingham Palace to represent the council.

**IT WAS RESOLVED:** to approve relevant expenses for the trip on council business as per IRPW determinations.

**23-47 DURATION OF MEETING:**

Chair closed the meeting at 8.11 pm.

**DRAFT**

INTERNAL AUDIT REPORT 2022/23  
MOSTYN COMMUNITY COUNCIL

The internal audit is carried out by the following testing of the internal controls specified on the Annual Return for local councils in Wales:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year-end testing on the accuracy and completeness of the financial statements
- Where the Council is sole trustee of a charity, checking that the Council has procedures in place to meet its responsibilities as a sole trustee

### **Conclusion**

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the issues reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

**JDH Business Services Limited 05/06/2023**

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ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	<p>Staff costs includes a tax free allowance paid to the Clerk for home working of £312.</p> <p>The annual return has been updated this year to clarify that only taxable allowances are to be included within the staff costs.</p>	<p><i>The annual return should be amended as follows:</i></p> <p><i>Staff costs £8,725</i></p> <p><i>Total other payments £35,948</i></p>	
<b>Follow up of 2021/22 internal audit recommendations</b>			
1	<p>The annual return contains the following errors:</p> <ul style="list-style-type: none"> <li>• An incorrect balance has been brought forward from 20/21 (£40,964), it should equal the 20/21 closing balance of £40,439.</li> <li>• As at 31/3/22 two cheques from 20/21 totalling £525 remain unpresented. These cheques have been written off by Council so should be deducted from payments in 21/22.</li> <li>• The balance for fixed assets is incorrect and does not agree to</li> </ul>	<p><i>The annual return should be amended as follows:</i></p> <p><i>1. Balances b/f = £40,439</i></p> <p><i>6. Total other payments = £24,273</i></p> <p><i>12. Total fixed assets = £31,797</i></p>	<b>Implemented</b>



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	ISSUE	RECOMMENDATION	FOLLOW UP
	the asset register.		
2	<p>Testing of a sample of payments identified the following:</p> <ul style="list-style-type: none"> <li>• A payment made online in March to MEGA Electrical was authorised by two signatories on an invoice batch authorisation slip. The batch authorisation slip does not state the details of the payments authorised (only the number of payments) and the date of authorisation was after the date the payment was made.</li> <li>• We could not identify approval within the minutes for a payment to MEGA Electrical for £3,180.</li> </ul>	<p><i>Online bank payments must be authorised by two cheque signatories before payment or at a Council meeting before payment (and listed within the minutes as approved).</i></p> <p><i>If signatures can't be obtained, Council should consider alternative internal controls such as emailed authorisation.</i></p> <p><i>A batch authorisation slip should list the individual payments being authorised.</i></p> <p><i>The payment to MEGA Electrical should be approved retrospectively in the 22/23 Council minutes.</i></p>	<b>Implemented</b>
3	<p>We have not seen evidence in the Council minutes that a budget was approved in support of the 2022/23 precept request or that a precept was requested for 2022/23 and for how much.</p> <p>We note that no meetings were held between December 2021 and February</p>	<p><i>The Council must approve a budget prepared in accordance with the Local Government Finance Act 1992 for 2022/23. This must be recorded in the Council minutes.</i></p> <p><i>The minutes must record the amount of the Council precept request.</i></p>	<b>Implemented</b>

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	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
	2022.		
4	The Council have not carried out a risk assessment in 2021/22.	<i>A risk assessment should be carried out annually and formally approved by Council.</i>	<b>Implemented</b>

**MOSTYN COMMUNITY COUNCIL  
RETENTION OF DOCUMENTS**

**DOCUMENT RETENTION POLICY STATEMENT (2023 / 2024)**

1. **Purpose:** Mostyn Community Council (MCC) require a wide variety of documents for transacting its business and is committed to retaining these documents in a format and for periods of time that:
  - Enables MCC to meet its statutory obligations in respect of documents subject to legislation;
  - Ensures security of documents;
  - Protects employees' privacy;
  - Facilitates access to information;
  - Optimises the use of storage space;
  - Is cost effective; and
  - Facilitates destruction of redundant documents.
2. **Scope:** This Policy applies to users of MCC information records, both paper and electronic, it includes Councillors and employees.
3. **Statutory Requirements:** Documents subject to a statutory period of retention are identified by their associated legislation.
4. **Security of Documents:** MCC records are held in paper and/or electronic format.
5. **Employees' Privacy:** The privacy of personnel records will be appropriately assured.
6. **Availability & Access:** All records necessary for MCC business will be retained for a period of time that reasonably assures the availability of records as needed.
7. **Storage Space and Cost:** Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling the vast quantity of documents that would otherwise accumulate. Destruction of documents will be undertaken in accordance with the provisions of this Policy.
8. **Electronic Storage:** Records maintained electronically will be subject to the same rules of retention and security as paper records.
9. **Implementation of Policy:** The Clerk will be responsible for the implementation of the Policy.
10. **Monitoring & Review of Policy:** MCC will review this policy annually at its AGM. To monitor its effectiveness and take account of users' comments.

DETAILS OF VARIOUS DOCUMENTS	MINIMUM LOCAL RETENTION PERIOD	REASON
<p><b><u>ACCOUNTS</u></b></p> <p>Record of Yearly Audited Accounts  Audit Reports &amp; Recommendations  Paid Invoices / Accounts  VAT Records  PAYE / NI Payments / Information  Receipt and Payment Accounts Books  Audit Correspondence</p> <p>Bank Paying-in Books  Bank Statements  Cheque Book Stubs</p>	<p>6 years  6 years  6 years  6 years  6 years  6 years  6 years</p> <p>6 years  6 years  6 years</p>	<p>Legal and Audit Requirements  Legal and Audit Requirements  Legal and Audit Requirements  Legal and Audit Requirements  Legal and Audit Requirements  Legal and Audit Requirements  Legal and Audit Requirements</p> <p>Legal and Audit Requirements  Legal and Audit Requirements  Legal and Audit Requirements</p>
<p><b><u>Council Records</u></b></p> <p>Minutes of meetings  Members allowances register  Councillors Declaration of Office  Council Policies  Title deeds, leases, agreements, contracts  Legal Papers</p>	<p>Indefinite (County Archive)  6 years  Term of Office + 1 year  Until superseded  Indefinite (County Archive)  Indefinite (County Archive)</p>	<p>Tax, Limitation Act 1980 (as amended)</p>
<p><b><u>Insurance</u></b></p> <p>Policies  Claims Correspondence  Employer's Liability Insurance Certificate</p>	<p>1 year  3 years after settlement.  40 years from date on which insurance commenced or was renewed.</p>	<p>The Employers' liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management</p>

Public Liability Certificate Accident Reports and relevant correspondence	40 years 3 years after settlement.	
<b><u>Employee Records</u></b>		
Personnel Records  Applications / jobs where the candidate was unsuccessful	6 years after employment ceases One year after notifying the unsuccessful candidate.	Limitation Act 1980  Discrimination Acts 1975 & 1986 Race Relations Act
<b><u>General / Miscellaneous</u></b>		
General Correspondence E-mails Planning applications	3 years 3 years 2 Years	Business continuity Business continuity Earlier Plans / Details available from County Council

**Mrs C.S. Lowry**  
**Clerk and Responsible Financial Officer**  
**Mostyn Community Council**  
**19<sup>th</sup> June 2023**